



City of Thorne Bay

Thorne Bay, AK 999109

PHONE: (907) 828-3380; FAX: (907) 828-3374

E-MAIL: cityclerk@thornebay-ak.gov

DEPARTMENT REPORT

Subject: Monthly Department Report

Department: City Clerk's Office

Supervisor: Teri Feibel, CMC, City Clerk/Treasurer

Employees: Teri Feibel, City Clerk/Treasurer
Dana Allison, Finance Officer & Acting City Clerk
Lisa Roseland, Accounts Receivable & Customer Service

Date: December 17, 2019

A Departmental Overview

City Clerk works under direction of the Mayor and City Council, pursuant to Municipal Code, Chapters 2.16 and 2.24, and the Alaska Statutes. The City Clerk is also appointed as the City's Treasurer and is responsible for planning, scheduling, and performing a wide variety of specialized, confidential, complex, professional and programmatic work for the City Council. This executive non-exempt position is subject to appointment by the City Council. The City Clerk/Treasurer shall only be removed for just cause or if funding is not appropriated for the position.

The City Clerk/Treasurer supervises the City Clerk's office which consists of two employees in clerical positions (Finance Officer & Accounts Receivable Clerk). The City Clerk attends meetings of the governing body and its boards and committees as required and keep the journal; has custody of the official municipal seal; attest deeds and other documents; records and certifies all actions of the City Council; assures that notice and other requirements for public meetings are complied with and assure that public records are available for public inspection as required by law; manages municipal records and develop retention schedules and procedures for inventory, storage and destruction of records as necessary; maintains an indexed file of all permanent municipal records, provide for codification of ordinances, and authenticate or certify records as necessary; prepares agendas and agenda packets as required by the governing body; administers all municipal elections; assures that the municipality complies with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended); takes oaths, affirmations and acknowledgements as necessary; acts as the parliamentary advisor to the governing body; give the proper officials ample notice of the expiration or termination of any term of office and, when necessary, the conditions or requirements of all bonds, franchises, contracts or agreements.

CONTINUED DEPARTMENT REPORT

Current Department Activities:

Teri Feibel, City Clerk reported on the following:

1. Upcoming closures: City Hall will be closed half day on December 24th and all day on the 25th.
2. City Clerk will be on vacation from January 11th to February 18th and will not be calling into meetings. The clerk reminded the council that when employees are on approved vacation, they cannot be demanded to attend a meeting by telephone from one city councilmember, and that It takes four city council members to authorize actions.
3. Expressed thanks to those who come into the City and work with us to resolve issues, help us brainstorm and ask questions prior to the City Council meetings. The clerk encouraged all of the council to come into City Hall and ask questions and work with the employees to make things better, and not criticize during public meetings only. The more we can talk prior to the meeting, a lot of this could be answered and resolved. We don't always have the answers available on the spot.

Financial Report:

Account	Name	Available Balance
WF Advisors	Money Market	616,542.78
WF Advisors	Security Deposits (CD)	506,242.57
TOTAL	INVESTMENT BALANCES:	1,122,785.35
FIRST BANK	<u>FIRST BANK CHECKING TOTAL</u>	\$53,561.21
Tongass FCU	<u>CHECKING ACCOUNT</u>	\$55,657.48
Tongass FCU	<u>HEALTH PREMIUM</u>	<u>\$35,024.43</u>
Tongass FCU	<u>OCCUPANCY GEN.</u>	\$5,017.06
Tongass FCU	<u>OCC TAX EMS/FIR</u>	\$9,656.97
Tongass FCU	<u>OCC TAX TOURISM</u>	\$15,728.86
Tongass FCU	<u>OCC TAX PARKS</u>	\$8,269.15
Tongass FCU	<u>OCC TAX HARBOR</u>	\$16,333.98

Tongass FCU	<u>WATER UTL R&R</u>	\$16,282.67
Tongass FCU	<u>SEWER UTL R&R</u>	\$14,640.64
Tongass FCU	<u>HARBOR R&R</u>	\$79,921.57
Tongass FCU	<u>SOLID WASTE R&R</u>	\$13,974.19
Tongass FCU	<u>60% SALES TAX</u>	<u>\$228,848.75</u>
Tongass FCU	<u>40% SALES TAX</u>	\$116,826.00
	TFCU - ACCOUNT TOTALS	\$616,181.75

- In November we had multiple shutdowns of the water plant and one major shutdown of the sewer treatment facility which were coordinated with First City Electric and Schmolck Mechanical.
 - During the shutdowns in November, a new 8-inch valve going to our water storage tank was installed, our Chlorine and Soda Ash injection points were relocated and the installation of our new Filtomat backwashing module was completed.
 - Everything went smooth except the installation of the filtomat system which we are still having issues with. DOWL engineering will be present on Wednesday December 18th to try to work out the issues we are having.
 - During the sewer plant shutdown, all the new plumbing was completed in order to get the new UV system installed, which was completed late last week.
- On December 18th the engineers will be here to get it programmed and running.
- In the first week of December we received all our new pumps for the water plant and have installed our coagulation pump which is working great.
 - The main power supplying the water plant was also installed and hooked up and completed by First City electric. Also, our new heating oil tanks were installed, and we are currently plumbing them up to the oil heaters in the water treatment facility.